

Interview Questions for Teens

- 1. Briefly describe your schooling, skills or other training that has prepared you for this position.**

Candidate needs to be able to show how they are ready for this position; hopefully they can draw on their classes, computer skills and other positions, including volunteering.

- 2. Please tell us about a class or two you excelled in at school and what you did to be at the top of your game in the class.**

Candidate needs to show discipline, organization and follow-through skills, along with the desire to excel.

- 3. Tell us about a time you had a difficult teacher to work with and how you handled it and what you would do differently now.**

Does the candidate have an understanding of how to overcome a difficult situation and still put forth their best effort?

- 4. What is your long-term career goal?**

The candidate must demonstrate that they have an applicable long-term goal.

- 5. Please share with us what you think it means to be professional and how you would portray that in a work environment? Also, tell us how you would act if co-worker was “acting out” and wanted to include you in their antics.**

Candidate must be able to show they understand the behavior necessary for a work environment and perhaps how it differs from being in school. They also need to know how to avoid trouble and not join in without someone else that is being unprofessional.

- 6. Describe your strongest professional skills and provide an example of when you demonstrated these skills.**

The panel should be able to determine if the candidate has the skills needed for the position. Position requires exceptional organization, planning, verbal and written communication skills, managing multiple projects, attention to detail, follow-through.

- 7. Please rate your skills in the following Microsoft Office programs using either beginner, intermediate, advanced or expert: Word, Excel, Outlook and Access.**

Person must be good at using the computer to enter customer information quickly and accurately. The position also requires that the candidate utilize all programs to function.

Word: _____

Excel: _____

Outlook: _____

Access: _____

- 8. A) What one word best describe you?**

B) What one word would your favorite teacher use in describing you?

C) What one word your least favorite teacher would use in describing you?

Skills or attributes that may provide some additional information about the candidate that was not addressed in the interview process that applicant will have the opportunity to reveal about him/her self as it relates to the position applied. Also provides an idea of how the candidate views themselves.

- 9. Why should we select you for this position over the other qualified candidates?**

Panel can determine the candidate's ability to understand the position and how they would fit in and be able to sell themselves. This should also tell us a little about their self-confidence.